

**PERSONNEL**Reporting AbsencesA. Individual Schools

Employees shall report absences as required by the school principal.

B. Itinerant Teachers

When it is necessary for the itinerant teacher to be absent because of required meetings, the principal shall be notified as far in advance as possible. When the itinerant teacher is absent because of sick leave, emergency leave, or other leave, the assigned "base" school principal or designee will be notified by the teacher. The base school principal or designee will immediately notify other appropriate principals. Substitutes will not normally be hired for absent itinerant teachers unless the itinerant has regularly scheduled students in a classroom setting.

C. Service Personnel

Service personnel not included in Part A above shall report absences to their supervisor.

D. Administrative and Central Office Personnel

These employees shall report absences as directed by the superintendent or a designee.

Editor's Note

See also school board policy #5-37.

Approved by Division Superintendent:	April 6, 1987
Revised by Division Superintendent:	June 9, 1992
Revised by Division Superintendent:	August 26, 1997